

## BOARD OF GOVERNORS

May 5, 2011

Room 420, Downtown Campus

5:45 pm

## AGENDA

Item	Action	Lead	Page
<b>CALL TO ORDER</b>			
1. <b>Approval of Agenda</b>	Motion for Approval	Chair	13
2. <b>Approval of Minutes of the April 7-11</b>	Motion for Approval	Chair	14-23
3. <b>Report from Chair</b>	Information	Chair	
4. <b>College Report</b>	Information/Discussion	K. Kinloch	24-28
4.1 Strategic Planning Update; Moving to Approval Process			
5. <b>Committee Reports</b>			
5.1 Finance Committee	Information	T. McGurk	
5.1.1 KIP Update	Information		
5.1.2 Purchasing Policy B.4.1	Motion for Approval		29-38
5.2 Human Resources Committee		P. Aikman	
5.3 Governance Committee		J. Storie	
5.3.1 FOIPPA Policy A.3.3	Motion for Approval		39-45
5.3.2 Program Advisory Committee Policy C.3.1	Motion for Approval		46-52
6. <b>Education Council</b>	Chair's Report	J. Zlotnik	53
6.1 Certified Dental Assistant Refresher	Motion for Approval		
7. <b>Employee/Student Union Reports</b>	Information	Chair	
7.1 VCCFA			
7.2 CUPE			
7.3 SUVCC			
8. <b>Adjournment</b>			



**Board of Governors**  
**Thursday, April 7, 2011**  
**Room 420, Downtown Campus**  
**5:30 pm**  
**Public Meeting**  
**Minutes**

#### **Board Members Present**

D. Bates  
 Karen Cook  
 Don Fairbairn, Chair  
 Sally Gibson, Education Council Chair (ex-officio)  
 Kathy Kinloch, President (ex-officio)  
 Ted McGurk  
 Maggie Murray  
 Marina Pratchett  
 Charmaine Waters  
 Tom Wong  
 Cathy Young  
 Janet Zlotnik

#### **Regrets**

Pam Aikman, Vice-Chair  
 Jim Storie

Helen Allen, VP Education  
 Paula Boddie, Interim Executive Director, Human Resources  
 Peter Legg, VP Finance & Administration  
 Judy Turner, Interim VP, International & Continuing Studies  
 Helen Carkner, Principal, Lifepath Communications (Guest)

Chair, Don Fairbairn, called the meeting to order at 5:40 pm.

#### **1. Approval of the Agenda**

The agenda was re-ordered:

- Item 7.1 was moved to 6.1.2 in order to have the Education Plan approved prior to the Motion for Approval of the Proposed 2011/12 Operating budget.
- Item 6.1.2 Proposed 2011/12 Operating Budget became item 6.1.3
- Item 6.3.1 Student Educational Conduct Policy became item 7.10
- Item 7.2 became item 7.1; the balance of the motions under agenda item #7 were re-numbered accordingly ending with Motion for Approval of Student Educational Conduct Policy under item 7.10.

**MOTION**

It was duly MOVED, SECONDED AND CARRIED "THAT the Public Agenda be approved as amended".

Moved: T. McGurk  
Seconded: C. Young

**2. Approval of the Minutes of the March 3, 2011 Meeting****MOTION**

It was duly MOVED, SECONDED AND CARRIED "THAT the Minutes of the March 3, 2011 public meeting be approved as circulated".

Moved: M. Pratchett  
Seconded: M. Murray

**3. Report from Chair**

Chair Fairbairn reported strategic planning external consultations are ongoing and there is strong, positive feedback.

Chair Fairbairn received very good feedback from a senior executive of TransLink regarding VCC's implementation of U-Pass.

**4. College Report**

President Kinloch spoke to the College Report contained on pages 32 through 38 of the Public Board Agenda. The four finalized strategic themes, supported by the VCC Board of Governors are:

- Student Access and Success
- Operational Effectiveness
- Partnerships and Collaboration
- Building the VCC Brand

Writing of the draft strategic plan has begun and will come back to the VCC Board of Governors for finalization by June 2011. President Kinloch thanked members of the College who have taken the time in their roles in the Advisory Group and as facilitators to reach this major milestone.

The Knowledge Infrastructure Project (KIP) has been formally extended by government to allow VCC to complete projects underway.

There was extensive consultation with constituency groups on the development of the operating budget and, although not perfect, it was a process to build on for 2012/13 year.

Leadership recruitment continues.

#### 4.1 Aboriginal Gateway Celebration Video

Three events took place on March 3:

- Aboriginal Gateway Celebration
- Celebration for the culmination of the Aboriginal Art Acquisition Project
- Appreciation for Laara Mixon's contributions to VCC as Interim Director Aboriginal Education and Services

Dean Casey Dorin presented a video of the day.

Chair Fairbairn acknowledged Casey Dorin's contributions to VCC.

### 5. Opportunity for Constituency Groups to Speak to Proposed Budget

#### 5.1 VCCFA

A VCCFA report was distributed immediately in advance of the meeting. VCCFA President, Frank Cosco, highlighted a portion of the report on Tuition & Budget 2011/12 and Surpluses and Deficits.

#### 5.2 CUPE

Daniel Rohloff advised CUPE was pleased with the process and their involvement with the budget process; most of the concerns were heard and addressed.

#### 5.3 SUVCC

Tiffany Kalanj told the Board members that the Students' Union of VCC had opportunities for representation on various committees and there were meetings with the VP Finance regarding SUVCC concerns. They also met with the VP International.

SUVCC brings three recommendations from last year, most of which were incorporated into the current budget:

1. Freeze all tuition fees to reinvest into student aid and services
2. Counseling services
3. U-Pass

The SUVCC continues to have opposition to the tuition fee increases; Okanagan College chose to freeze tuition fees on all courses 10% above BC average and VCC has many of these in Continuing Studies. College of New Caledonia had 0% increases even though they have the lowest tuition fees in the province.

Recommendations for next year:

- EDCO should receive budget briefing prior to Education Plan
- The Budget and Education Plan are interconnected and it is important to analyze both documents and publically discuss them
- Expand student census for domestic and international students
- Tuition fees should be frozen for following year

#### 5.4 AVCCA

Stephanie Jewell represented the Association of VCC Administrators. The AVCCA recognized the exemplary work in bringing the budget forward and commends the multiple stakeholders in a process that was open, transparent and widely communicated. The AVCCA gives full support to the 2011/12 budget.

Chair Fairbairn thanked the constituency groups for their constructive comments and said the Board appreciates the reflection from each group that the process is getting better.

## 6. Committee Reports

### 6.1 Finance Committee

#### 6.1.1 Tuition Increase

##### **MOTION**

It was duly MOVED, SECONDED AND CARRIED "THAT the VCC Board of Governors approves Board Finance Committee's recommendation to approve tuition increase of 2% for domestic students and 5% for international students for the fiscal year 2011/2012".

Moved: T. McGurk  
 Seconded: M. Pratchett  
 3 votes against (M. Murray, C. Waters, J. Zlotnik)

#### 6.1.2 Education Plan

##### **MOTION**

It was duly MOVED, SECONDED AND CARRIED "THAT the VCC Board of Governors approves Education Council's recommendation to approve the Education Plan for 2011/12".

Moved: M. Murray  
 Seconded: M. Pratchett

### 6.1.3 Proposed 2011/12 Operating Budget

Vice President, Finance & Administration, Peter Legg; Vice President Education, Helen Allen and Interim Vice President International and Continuing Studies, Judy Turner spoke to the power point presentation giving an overview of the 2011/12 operating budget. A short question and answer period followed.

#### **MOTION**

It was duly MOVED, SECONDED AND CARRIED “THAT the VCC Board of Governors approves Board Finance Committee’s recommendation to approve the budget for fiscal year 2011/2012”.

Moved: T. McGurk

Seconded: M. Pratchett

### 6.2 Human Resources Committee

Chair Fairbairn reported on behalf of Pam Aikman, Chair, Human Resources Committee. President Kinloch is undergoing a performance review. An independent individual is conducting the confidential review and will provide a report which will be shared with President Kinloch.

### 6.3 Governance Committee

Janet Zlotnik reported on behalf of Jim Storie, Chair, Governance Committee. Ms. Zlotnik reported the committee last met on March 10. Work is ongoing; for updates please reference [www.my.vcc.ca/governance/policies](http://www.my.vcc.ca/governance/policies). Ms. Zlotnik clarified item 6.3.1 Student Educational Conduct Policy will appear on the agenda under item 7.10.

#### 6.3.1 Policy Development & Maintenance Policy

#### **MOTION**

It was duly MOVED, SECONDED AND CARRIED “THAT the VCC Board of Governors approves Policy A.3.2 Policy Development and Maintenance Policy”.

Moved: J. Zlotnik

Seconded: M. Murray

## **7. Education Council**

### 7.1 Family Literacy

#### **MOTION**

It was duly MOVED, SECONDED AND CARRIED “THAT the VCC Board of Governors approves Education Council’s recommendation to approve changes to the Family Literacy Certificate”.

Moved: M. Murray

Seconded: C. Waters

There is a budget impact however this is a Continuing Studies program and it will be costed appropriately.

#### 7.2 Medical Device Reprocessing

##### **MOTION**

It was duly MOVED, SECONDED AND CARRIED "THAT the VCC Board of Governors approves Education Council's recommendation to approve the name change from Sterile Supply Technician Certificate to Medical Device Reprocessing Certificate".

Moved: M. Murray  
Seconded: C. Waters

#### 7.3 Generic Practical Nursing

##### **MOTION**

It was duly MOVED, SECONDED AND CARRIED "THAT the VCC Board of Governors approves Education Council's recommendation to approve the removal of the Anatomy & Physiology course NURS 1602 from the Practical Nursing Certificate Program".

Moved: M. Murray  
Seconded: C. Young

#### 7.4 Access to Practical Nursing

There was a friendly amendment to the motion to position NURS as an admission requirement and to complete the required PLAR. In the background note of the EDCO report page 2 #5, the word "or" should be removed. The second sentence should read "Students entering nursing programs will be required to complete NURS 1602 and take an assessment test, at VCC, to test their knowledge".

##### **MOTION**

It was duly MOVED, SECONDED AND CARRIED "THAT the VCC Board of Governors approves Education Council's recommendation to position NURS 1602 as a program admission requirement and to complete the required PLAR assessment for Health Care Assistants".

Moved: M. Murray  
Seconded: J. Zlotnik

## 7.5 Speech Reading Level 2

**MOTION**

It was duly MOVED, SECONDED AND CARRIED “THAT the VCC Board of Governors approves Education Council’s recommendation to approve a new course entitled Speech Reading Level 2 that is offered in the Deaf and Hard of Hearing Department”.

Moved: M. Murray  
Seconded: C. Waters

There is a budget impact but it will be accounted for in enrolment planning.

## 7.6 Aboriginal Access to Transportation Trades

**MOTION**

It was duly MOVED, SECONDED AND CARRIED “THAT the VCC Board of Governors approves Education Council’s recommendation to approve the Aboriginal Access to Transportation Trades program”.

Moved: M. Murray  
Seconded: C. Waters

## 7.7 TESOL Diploma

**MOTION**

It was duly MOVED, SECONDED AND CARRIED “THAT the VCC Board of Governors approves Education Council’s recommendation to approve the changes to the TESOL Diploma”.

Moved: M. Murray  
Seconded: C. Waters

Dean Dale Hunter explained the differences in the on-line distance course and the distance face-to-face course. The only other program that VCC offers that has a variance in distance learning is the Administrative Assistant Program; EDCO will deal with the matter within the next few months.

## 7.8 University Transfer Certificates

It was duly MOVED, SECONDED AND CARRIED “THAT the VCC Board of Governors approves Education Council’s recommendation to approve the University Transfer Certificates in Arts, Science and Health Sciences”.

Moved: M. Murray  
Seconded: J. Zlotnik

Dean Stephanie Jewell and VP Education Helen Allen explained that this is a grouping of three distinct certificates. It is a pattern of courses what will end up with a credential. It will encourage students to take a stronger offering of courses and gives VCC the opportunity to increase enrolment.

Most students are adult; they can complete the first year of a program that will result in a certificate. It validates their work and is a way to build a degree one year at a time.

#### 7.9 Student Code of Conduct, Policy D.4.3

There was discussion on whether the policy went through legal review. Vice President Helen Allen advised that it had gone through a review but there was nothing presented in writing; the opinion was verbal. Sally Gibson, Chair of Education Council, suggested that when a policy has received legal advice that it would be good practice to include a comment in the background motion.

#### **MOTION**

It was duly MOVED, SECONDED AND CARRIED “THAT the VCC Board of Governors approves Education Council’s recommendation to approve the revised Student Code of Conduct, Policy D.4.3 subject to legal review”.

Moved: M. Murray  
Seconded: J. Zlotnik

#### 7.10 Student Educational Conduct Policy

It was duly MOVED, SECONDED AND CARRIED “THAT the VCC Board of Governors approves Education Council’s recommendation to approve the Student Educational Conduct Policy”.

Moved: M. Murray  
Seconded: J. Zlotnik

The Board members discussed the principles of academic penalties and the level of discretionary action. This policy should be consistent with policies in other post-secondary institutions; it was suggested that Education Council review this on a continuing basis.

### **8. Employee/Student Union Reports**

#### **VCCFA**

A VCCFA report was distributed directly in advance of the meeting. VCCFA President, Frank Cosco, spoke to the portion of the report that wasn’t included in agenda item #5 above. The VCCFA report included topics on:

1. Education Plan
2. Tuition & Budget 2011/12
3. College Funding into the Next Decade
4. Kathy’s First Year
5. Bargaining
6. ACCC Award Nominees
7. Policy Maintenance & Development Policy
8. VCC Foundation

Frank Cosco acknowledged and thanked Casey Dorin's service to VCC and for his involvement in the Aboriginal Gateway Project and Aboriginal Art Acquisition. Casey is leaving VCC at the end of April.

Frank Cosco also congratulated Kathy Kinloch in her first year as President of VCC.

### **CUPE**

Daniel Rohloff spoke to environmental concerns, both fiscal and operational. The Environmental Sustainability Advisory Committee needs leadership. Chair Fairbairn challenged President Kinloch and her leadership team to support CUPE's concerns. President Kinloch responded that there is a commitment to establish a leadership position and that VCC is committed to sustainability. VCC is signing an agreement with the City of Vancouver to provide educational experience.

### **SUVCC**

Executive Director Tiffany Kalanj thanked the Faculty Association and Janet Zlotnik for their support on tuition fees.

Last month, the SUVCC:

- held a pub afternoon which was a fund raiser for the Japanese disaster
- participated in a large rally on legislature grounds in Victoria that was organized by the Canadian Federation of Students to bring attention to poverty and debt. The students participating filled 2-1/2 busses; Tiffany thanked Board member Jim Storie for his support in providing transportation
- invited 3 ridings for the federal election to VCC to meet faculty and staff
- provided free coffee and snack for students while studying after hours

The SUVCC is also implementing next month a twice/month free self defense classes and special classes for the visually impaired and deaf & hard of hearing communities.

The health and dental plan program has grown by 60%.

### **AVCCA**

Dean Stephanie Jewell reported:

- the AVCCA last met on March 16
- the AVCCA President retired; a new President will be elected at the May AGM
- Over \$1200 was raised for the Red Cross Relief for the Japan Earthquake/Tsunami from an event organized by Janet Zlotnik and from a donation of more than \$200 from the AVCCA

Janet Zlotnik thanked the AVCCA for their support.

## **9. Foundation Report**

Lucy Komori, Director of Development and Alumni Relations, highlighted her report included in the agenda package on pages 100-101.

Lucy Komori and President Kinloch met with Irving Barber to tour the Downtown Campus. Mr. Barber, founder of Slocan Forest projects, is a generous philanthropist who was very impressed with his visit. He will be returning to VCC in May to tour the Broadway Campus.

#### **10. Adjournment**

The meeting adjourned at 8:25 pm.

Minutes were recorded by Gae Sellstedt, Executive Assistant to the VCC Board of Governors.

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Don Fairbairn, Chair, VCC Board of Governors

## COLLEGE REPORT TO THE BOARD

May 5, 2011

### Strategic Planning

The VCC Strategic Planning process is still on track with a current focus on the writing of the VCC Strategic Plan.

During a Leadership Team retreat on May 2 and 3, the Leadership Team will focus on building a high-level implementation plan and a draft operational plan for 2011-2012. These will form as inputs into the Implementation Framework component of the Strategic Plan.

In parallel with this process, the Advisory Committee is in the process of providing feedback on the text in the draft Strategic Plan, and revisions to the text are being made. Once the “content version” of the plan is complete other formats of the plan (short versions and web version, for instance) will be developed.

We are on track to complete the writing of the College’s Strategic Plan including revisions for the end of May.

### Skills Canada winners

VCC students showed their mettle – and their medal – in April in the provincial Skills Canada competition where they won an impressive total of 12 medals, including gold-silver-bronze sweeps in three categories.

Competitors in post-secondary and secondary school categories for automotive collision brought home two sweeps, while there was a further VCC sweep in the post-secondary baking competition. Complementing that haul of medals were students from hair design (gold, silver), secondary school baking (gold) and secondary school hair design (gold). Congratulations to all the winners, and a big thank you to the faculty, staff and students who assisted with VCC’s presence at the Skills Canada event.

All gold medalists advance to the national Skills Canada competition set for June in Quebec City.

### New VCC campaign in transit

VCC in April launched a new transit and radio advertising campaign aimed at differentiating the college strategically – taking the bold move to highlight VCC as the only true, urban downtown

college experience that provides a real education toward a real career in the real world of urban Vancouver.

Transit advertising in Vancouver's busiest SkyTrain station, Granville Street, features platform posters and large mezzanine murals highlighting VCC's approach and some of the college's programming; interior cards could be included in a later roll-out. Ads on The Beat 94.5 radio complement the 'station domination' approach in transit.

It's expected that the campaign, developed by Concerto Marketing Group in Vancouver, will yield more than four million impressions through its run into mid-summer. VCC will evaluate the effectiveness of the effort, and a wider breadth of programming would be included should the campaign expand, if warranted, later in the year.

### **Real-world experience for transportation trades students**

Taxi safety is everyone's business. That's why VCC's Transportation Trades programs teamed up with B.C. commercial vehicle inspectors and the Vancouver Police Department to perform vigorous safety checks on dozens of rebuilt taxis. The inspections took place over a two-day period at the VCC auto shop at the Broadway campus, where students worked side-by-side with experts to look for the likes of brake or suspension issues and body-work problems. Media attention for the safety initiative and VCC's involvement included News1130 radio, CityTV, OMNI TV, 24Hours and CBC Television.

### **New student advocate**

Tanny Marks has joined VCC as the College's new Student Advocate, and she brings to VCC a rich and varied background that includes case management, conflict resolution, coaching and consulting, advocacy and referral, academic advising and project management. Marks completed her Bachelor of Law at McGill University in 2002, and has held positions with the Open Learning Agency, the B.C. Paraplegic Association, VanCity, and Family Services of Greater Vancouver. She's located at the Broadway campus.

### **International Education**

The international department welcomes two new additions: Aeri Jeong, Manager of Partnerships and Recruitment; and Noriko Ito, Manager of Marketing and Recruitment. Both bring extensive international student recruitment and marketing experience to VCC. We look forward to having Aeri and Noriko on board.

### **Mobile website**

Prospective students looking for VCC online can now access the college website through their mobile device – whenever and wherever they are. A new mobile version of the college’s website is now live, and VCC is the first post-secondary institution in Metro Vancouver to have a [mobile site \(http://m.vcc.ca\)](http://m.vcc.ca) – which is specially designed for smartphones and other mobile web-ready handsets from all mobile networks.

A highlight of the site is its app-like look and feel – easy-to-use icons are a major feature – and the design complements the College website by grouping menu options into key categories, including news, events, key contacts, tours and info session details, and a newsletter sign-up.

User feedback has been positive, and VCC continues to evaluate visitor traffic and usage for ongoing enhancements. VCC’s new mobile site received some national coverage as well: the launch was featured in an edition of the *Academica Top Ten* newsletter in April.

### **Info Night recruitment event**

VCC hosted its spring Information Night student recruitment event in mid-April, attracting hundreds of potential students to the Broadway campus where they met faculty, explored program options and learned how to apply. Feedback from faculty and visitors was positive, and a dip in attendance – attributed to the first Canucks game of the playoffs – was more than offset by the quality of prospects, faculty reported. Many prospects liked what they saw so much that they applied on the spot.

Some sample feedback: “I found out from nursing advisers at Info Night that a lot of my qualifications from my native country of the Philippines apply here, and I’m going to apply tonight for licensed practical nursing courses,” said visitor Dexter Fedellaga.

### **Career Fair at VCC**

VCC and Immigrant Services Society jointly sponsored a Career Fair for VCC students at the Broadway campus in mid-April. Helen Allen, Vice-President, Education and Student Services, and Patricia Woroch, Executive Director, ISS, opened the event and welcomed all of the employers present. Thanks go to VCC’s Michael Yue for his work in maintaining a strong partnership with ISS to assist our students with job search and bring employers to our campus.

### **Chair Academy development program**

Thirteen leaders at VCC – deans, faculty and staff—completed a year-long leadership development program. The Academy involved an intensive week-long training a year ago, reading, reflection and regular meetings during the year, and a capstone week-long intensive

training this April. The hard work of each leader contributes to strengthening their leadership skills for their department, their school and VCC.

### **Poster presentations**

VCC's Rehabilitation Assistant diploma program students showcased their skills with well researched and professionally presented posters as the capstone project for their program. Each student selected an illness or disability, researched the challenges faced by individuals with this disability, and presented the role that occupational therapy and physiotherapy plays in assisting with better management and mobility for clients. Students spoke to each of their presentations as visitors came by and reviewed the work; faculty remarked that the calibre of student work was on par with many conference presentations they had seen.

### **VCC takes the cake**

Ever wondered how to make dessert for a few thousand people? Students in VCC's Baking and Pastry Arts program have the know-how – and they were the talk of the town for the massive birthday cake they made for the city's 125<sup>th</sup> birthday party. VCC's cake, students and faculty were highlighted extensively in media coverage of the event, with articles, television spots and online coverage before, during and after the festivities. Among the coverage was CTV News, CBC News, The Province, News 1130 and Ming Pao newspaper; notable was the attention received on the morning of the birthday party, when VCC students and the cake appeared on the covers of daily newspapers Metro News, 24Hours and the Vancouver Sun, the latter of which featured the baking creation as its lead photo item on the front page.

### **Human Resources/Leadership recruitment**

Bargaining with the Faculty Association continues to progress well. Selection committees for the various vacant Leadership positions are moving ahead as planned, and we are optimistic that we will be filling some positions soon.

### **Knowledge Infrastructure Projects (KIP)**

The KIP projects are nearing completion, and the improvements are starting to have some substantive benefits to the College. Replacement of the atrium glass skylights at the downtown campus has made the foyer area much brighter and more attractive, and we are beginning to notice an improvement in energy efficiency from that project. The Broadway campus building envelope and drainage work will be wrapping up shortly.

The original completion date for these projects was March 31, and although we were working diligently to meet the original time frame, we requested an extension of several months from

the Ministry of Advanced Education; that extension has been granted, and will allow sufficient time for wrapping up these projects in an orderly fashion.

### **Student Services interim leadership**

Arlene Herman joins VCC on an interim basis on May 2 for a six-month period, assuming the portfolio of student services to ensure continuity in student support following the departure of Casey Dorin, who has left the College for personal reasons. Herman brings to VCC a background in student services and education leadership from Northwest Community College and North Island College, respectively; she has extensive teaching and community work experience in Canada, the U.S., Australia and Brazil, and has a strong focus on student access and success.

### **Upcoming Year of Science event with Buffy Sainte-Marie**

VCC's summer event as part of the province's Year of Science initiative will feature famed musician, singer and activist Buffy Sainte-Marie, who will be at the College on June 14 for a free presentation, *Science through Native American Eyes*. This event – funded through the Year of Science and expected to be well attended – is part of Sainte-Marie's work with her Nihewan Foundation and the Cradleboard Teaching Project, which provides children and teachers with Native American cultural perspectives to school curriculum.



## BRIEFING NOTE

### Policy B.4.1 Purchasing Policy

#### MOTION

“THAT on the recommendation of Board Finance Committee at its April 19, 2011 meeting Policy B.4.1 Purchasing Policy (Revised) and Procedures (New) be approved by the VCC Board of Governors.

#### BACKGROUND

The College has revised its Purchasing Policy and created a new Purchasing Policy Procedures document to address changes in procurement regulation and practices.

A new framework was developed and reviewed both provincially and legally. These new procurement policies, procedures and tools have been created to ensure compliance, as well as fair, open and competitive procurement.

The documents have been reviewed extensively by the Manager of BC Shared Services Procurement Advisory Services; Fasken Martineau DuMoulin who specialize in procurement and contract law; the former head of the Provincial Government Corporate Procurement Service Division; and the former head of the Provincial Government Treasury Board Program Evaluation Division. Their advice formed the basis for the new policy.

The proposed policy and procedure documents along with supporting documentation were presented to the Board Finance Committee at its meeting of April 29, 2011.

The policy and procedures documents were posted to the policy portion of my.vcc.ca for community information. No feedback was required due to provincial requirements.

Policy No.	B.4.1
Title	<b>Purchasing Policy</b>
Approving Jurisdiction	Board of Governors
Policy Sponsor	Administration
Last Revised/Replaces	04.22.1999
Effective Date	
Signed by	

### CONTEXT AND PURPOSE

The purposes of this Policy include: establishing a clear purchasing accountability framework for VCC; enabling purchasing efficiencies and benefits to be realized by the College; and helping to ensure that VCC meets best purchasing practices.

VCC will ensure that all procurement is characterized by the highest level of institutional and personal integrity, that procurement processes are open, competitive, transparent and fair, and that all qualified vendors are given the opportunity to do business with VCC.

### SCOPE AND LIMITS

This policy:

- a) Applies to all College employees who hold delegated spending authority with available budget sufficient to provide for the planned procurement of goods, services or construction for College activities.
- b) Sets out the principles to be followed throughout the procurement process.
- c) Is subject to applicable to British Columbian and Canadian laws governing the sales of goods, competitive bidding, contracts, and other laws of general application, and the procurement policies and practices established by the provincial government.

## STATEMENT OF POLICY PRINCIPLES

1. The Purchasing Department is responsible for the organization and administration of centralized purchasing services for all divisions of the College.
2. The goal of the Purchasing Department is to obtain all goods, services or construction at the best value for money to the College.
3. VCC will award all opportunities for goods, services and construction through a competitive procurement process, subject to the procurement process limits and waivers to competitive process, set out in VCC Procurement Procedure.
4. VCC only engages in a competitive process with the full intent to award a contract at the end of that process.
5. VCC will consider products and services from all qualified suppliers.
6. VCC will utilize corporate supply arrangements identified or initiated by Purchasing Department where those arrangements would provide best value to VCC.
7. To ensure transparency and equitability in the completion of all procurements, staff must strictly adhere to VCC's Conflict of Interest Policy (A.3.6). In particular, staff involved in any capacity with the procurement of goods, service, or construction, or in the management of the resulting contracts, may not accept from vendors or potential vendors, any gifts, special favors, or considerations of any other manner, irrespective of the dollar value of such gift.

## DEFINITIONS

Refer to the related Procedures document for definitions which will help the reader to interpret this Policy.

## RELATED POLICIES, LEGISLATION AND TRADE AGREEMENTS

### Key Legislation includes:

B.C. College and Institute Act,

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96052\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96052_01)

British Columbia Sale of Goods Act

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96410\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96410_01)

Freedom of Information and Protection of Privacy Act

<http://www.gov.bc.ca/citz/iao/foi/index.html>

Federal Excise Tax Act

<http://laws-lois.justice.gc.ca/eng/acts/E-15/>

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/qst-tps/menu-eng.html>

**Trade Agreements include:**

Agreement on Internal Trade (AIT)

[http://www.ait-aci.ca/index\\_en.htm](http://www.ait-aci.ca/index_en.htm)

Trade, Investment, and Labour Mobility Agreement (TILMA)

<http://www.tilma.ca/>

New West Partnership Trade Agreement (NWPTA)

[http://www.newwestpartnershiptrade.ca/the\\_agreement.asp](http://www.newwestpartnershiptrade.ca/the_agreement.asp)

**Key Policies include:**

Code of Ethics

<http://www.vcc.ca/deptUploads/policies/codeOfEthics.pdf>

Code of Conduct and Conflict of Interest (for Employees), A.3.6

**RELATED PROCEDURES INTEGRAL TO THIS POLICY**

Purchasing Policy Procedures

Purchasing Department Detailed Procedures

Procedure No.	B.4.1
Title	<b>Purchasing Policy - Procedures</b>
Approving Jurisdiction	Board of Governors
Procedure Sponsor	Administration
Last Revised/Replaces	04.22.1999
Effective Date	
Signed by	

## DEFINITIONS / ACRONYMS / ABBREVIATIONS

- Refer to Purchasing Department Detailed Procedures, B.4.3 for list.

## PROCEDURES

The Procedures below have been organized under the following headings:

- A. Roles and Responsibilities
- B. Corporate Supply Arrangements
- C. Waivers of Competitive Process
- D. Small Purchases
- E. Purchasing Card Procedures
- F. Standard Documents
- G. Training Aids
  - Exhibit A – Procurement Authority Limits
  - Exhibit B – Special Procurement Authorities

### A. ROLES AND RESPONSIBILITIES

This section defines key accountabilities and responsibilities of procurement functions by role, which is more fully describe in the Purchasing Department Detailed Procedures, B.4.3 .

#### 1. Vice Presidents

- Planning and fully documenting to established VCC standards, the process to acquire goods, services and construction.
- Ensuring procurement processes are initiated only where spending authority and department budget are available.

## 2. Associate Director, Purchasing

- Identifying and initiating supply arrangements with a view to achieving demand aggregation and best value to VCC.
- Establishing and maintaining:
  - a central file containing full documentation of all procurement activities undertaken by VCC;
  - a central file of all contracts entered into by VCC; and
  - a central file of all waivers of competitive process recommended to the President, including the President's approval or disapproval of same.
- Establishing and maintaining on the VCC website, a location for the posting of detailed procurement procedures, supply arrangements, pro-forma documents and award decisions taken by VCC.
- Providing a sole point of access to [BC Bid](#)<sup>®</sup> for VCC and coordination of all postings on that website on behalf of VCC.
- Ensuring compliance with this policy.

## 3. Director, Finance

- Monitoring and reporting for compliance with this procurement policy.
- Establishing and managing policy for a formal VCC vendor complaints resolution process, including an internal escalating complaint resolution procedure.

## 4. Vice President, Finance and Administration

- Ensuring all procurements initiated with the approval of the Board of Directors are procured according to VCC policy, fully negotiated and documented using VCC approved General Services Agreements or other contract templates approved for use by the Purchasing Department.
- Ensuring that all approvals by the Board are recorded accurately and in detail.

## 5. Board of Directors and Finance Committee of the Board

- Responsibility to review all procurement policies and approve, if appropriate.
- Responsibility to review, and approve if appropriate all VCC contracts procured in accordance with this policy, at values in excess of those delegated to management in Exhibit A: Procurement Authority Limits.

## B. CORPORATE SUPPLY ARRANGEMENTS

1. VCC's Purchasing Department will identify and initiate provincial CSAs, CISAs, and VCC supply channels where those arrangements would provide opportunities for demand aggregation and best value to VCC.
2. These supply channels can be reviewed at <http://pss.gov.bc.ca/csa/csa.html>

3. Departments must participate in supply channels identified or initiated by Purchasing Department where those arrangements would provide best value to VCC.
4. Consult Exhibit A to this policy for the specific procurement limits that apply when a corporate supply channel is not available.

#### **C. WAIVERS OF COMPETITIVE PROCESS**

1. Contracts for acquisitions (of goods, services, and construction) and disposals may be negotiated and directly awarded without competitive process where one of the following conditions applies:
  - The contract is with a public body or a non-profit organization
  - The Department can strictly prove that one and only one supplier is qualified, or is available to provide the goods, services or construction
  - Where an unforeseeable situation of urgency exists and the goods, services or construction could not be obtained in time by means of open procurement procedures
  - A competitive process would interfere with a VCC's ability to maintain security or order or to protect human, animal or plant life or health.
  - The acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise VCC confidentiality, cause economic disruption or be contrary to the public interest.
2. In all cases, a Waiver of Competitive Process must be completed, recommended and approved, prior to VCC entering into a contract for provision of the goods, services, or construction.
3. The Purchasing Department Detailed Procedures, B.4.3 Section 5 provides additional guidance.

#### **D. SMALL PURCHASES**

1. Subject to Exhibit A to this policy, for small, non-recurring purchase of goods with a value of less than \$1,000, the Accounts Payable Department may raise a purchase order against the presentation of an invoice and pay the invoice, subject to budget availability providing a responsible VCC staff member has approved the budget expenditure and the receipt of goods.
2. In all other cases, the Purchasing Department will raise the purchase order upon the finalization of a contract, and the purchase order must exist prior to the presentation of the invoice for payment.

#### **E. PURCHASING CARD PROCEDURES**

- To be developed

#### **F. STANDARD DOCUMENTS**

VCC has established standard documents that must be used for all procurement processes and contracts, unless Purchasing Department develops and approves the use of an alternate document to meet a specific business requirement.

These documents will be applied, under the guidance of Purchasing Department, by VCC staff authorized to initiate a procurement process.

- [Request for Proposal \[LINK\]](#)
- [Request for Qualifications \[LINK\]](#)
- [Invitation to Quote \(Goods\) \[LINK\]](#)
- [Invitation to Quote \(Services\) \[LINK\]](#)
- [Notice of Intent \[LINK\]](#)
- [Waiver of Competitive Process \[LINK\]](#)
- [General Services Agreement \(General Services\) \[LINK\]](#)
- [General Services Agreement \(Information Technology Services\) \[LINK\]](#)
- [General Services Agreement \(Review & Assurance Services\) \[LINK\]](#)
- [Modification Agreement \[LINK\]](#)
- [Evaluation Templates \[LINK\]](#)
- [Evaluator's Handbook Template \[LINK\]](#)
- [Report of the Evaluation Committee Template \[LINK\]](#)

#### **G. TRAINING AIDS**

- to be developed

#### **RELATED POLICY**

Purchasing Policy B.4.1

Purchasing Department Detailed Procedures

## **Exhibit A: Procurement Authority Limits**

### **DIRECTORS, VICE PRESIDENTS, AND THE PRESIDENT**

Subject to policy directives, Directors, Vice Presidents, and the President holding budget and spending authority for the expected amount of the procurement opportunity may:

- Contract with an individual or a group of associated contractors, for goods, services or construction with an expected value of not more than \$15,000 in aggregate during a given fiscal period, without a competitive process. Reasonable procurement practices will apply.
- Initiate a procurement process, and upon the completion of such process, contract for goods, services, or construction with expected values as follows:
  - for Directors, goods and services to a maximum of \$75,000, or construction to a maximum of \$100,000, and
  - for Vice Presidents or the President, goods, services, or construction to a maximum of \$200,000.
- Acquire goods, services or construction through a provincial CSAs, CISA, or VCC supply arrangements identified or initiated by Purchasing Department, within the limits and the processes set out in the arrangement;

### **BOARD FINANCE COMMITTEE**

Subject to policy directives, the Vice President, Finance and Administration or the President may present a proposal for VCC to initiate procurement in respect of goods, services or construction with an expected value of more than \$200,000 to the Board Finance Committee.

Where the expected value of the opportunity is between \$200,000 and \$500,000, the Board Finance Committee may either:

- Approve the proposal and direct the Vice President, Finance and Administration to initiate the procurement process appropriate under VCC policy. The Board Finance Committee will approve both the award recommendation and the contract, or
- Reject the proposal.

### **BOARD**

Where the expected value of the opportunity is in excess of \$500,000, the Board Finance Committee will review the proposal and pass the proposal on to the Board with a recommendation to approve or reject. Upon receipt of the proposal and recommendation of the Board Finance Committee, the Board may either:

- Approve the proposal and direct the Vice President, Finance and Administration to initiate the procurement process appropriate under VCC policy. The Board will approve the resulting award recommendation and contract. or
- Reject the proposal.

## **Exhibit B: Special Procurement Authorities**

The following procurement activities are not subject to the competitive procurement terms of this Procurement Policy.

### **1. Transportation Trades Service Manager**

Respecting the purchase of supplies on behalf of VCC customers' vehicles.

As these purchases are not for VCC's own account NWPTA exemptions C.2.e) - goods sold to the public, and C.2.k) – goods for resale both apply.

### **2. Vice President, Community and Advancement**

Respecting VCC International and the engagement of agents for the College, mandated to locate and encourage the enrolment of foreign students at the College, the Vice President may approve the appointment of agents providing the following program requirements have been fulfilled:

The Board Finance Committee has approved the application form used in the selection of agents and the agency agreement used to document the relationship of the agent and the College.

The application form clearly identifies the corporate structure of the applicant, the shareholders of the applicant, corporate relationships maintained by the applicant or its shareholders respecting the potential agency services contemplated, and domestic and foreign references to demonstrate the applicant's history in the provision of similar agency services.

The agency agreement has a term not exceeding three years and establishes how incremental service impacts are to be proven thus warranting the payment of agency fees.

The College has verified and documented all foreign and domestic sources and relationships identified in the application form .

Every agent so appointed has entered into the approved agency agreement with the VCC.

The Vice President, Community and Advancement has provided the Board Finance Committee with annual reports confirming all agency applications received and so approved, the amount and timing of incremental students/tuition fees generated by agent, and all related commissions.

As these purchases are for representational or promotional purposes outside of British Columbia, NWPTA exemption C.2.c) applies.

Associate Director of Hospitality Business Services

Items purchased for resale that are sold to the public in the College's food outlets and bookstores.

As these purchases are not for VCC's own account NWPTA exemptions C.2.e) - goods sold to the public, and C.2.k) – goods for resale both apply.

### **Librarian**

For library materials that are purchased where the amounts are immaterial to the purchases made for the bookstore. (see above)



Item 5.3.1

**BRIEFING NOTE****Policy A.3.3 FOIPPA****MOTION**

“THAT A.3.3 Policy (revised) & Procedures (new) Freedom of Information and Protection of Privacy Act (FOIPPA) be approved as revised and written by Human Resources and reviewed by Legal Counsel, Harris & Company”.

**BACKGROUND**

Policy A.3.3 has gone through a review process by the VCC Human Resources Department. Changes made were reviewed by Fran Doyle, a partner in the legal firm of Harris & Company. The policy was also presented to the VCC Board Governance Committee on April 13, 2011 for review and information.

Harris & Company has been requested to automatically inform the VCC Human Resources Department of any changes to legislation for the VCC policy to be updated.

The policy will be posted on my.vcc.ca policy site for information however given the legislative nature of the policy, feedback is not required.

Policy No.	A.3.3
Title	<b>Freedom of Information and Protection of Privacy (FOIPPA) Policy</b>
Approving Jurisdiction	Board of Governors
Policy Sponsor	Executive Director, HR
Last Revised/Replaces	04.24.1997
Effective Date	
Signed by	

## CONTEXT AND PURPOSE

*As a public institution, Vancouver Community College (VCC) must act within the law, including the Freedom of Information and Protection of Privacy Act (FOIPPA) which governs all public bodies in British Columbia. This policy is intended to inform and help ensure College members are aware of their obligations under FOIPPA in respect to the protection of personal information in VCC's custody or control and for access to information.*

The purposes of the FOIPPA include:

- Making public bodies more open and accountable by providing the public with a statutory right of access to records, subject to any exceptions set out in the Act; and
- Protecting individuals' personal privacy by prohibiting the unauthorized collection, use or disclosure of personal information by public bodies.

To fulfill these purposes, the FOIPPA gives individuals the right to request access to records in VCC's custody or control. The FOIPPA also places statutory obligations and limitations on VCC's collection, use, disclosure, accuracy, retention and security of personal information in its custody and control. Further information about the *Freedom of Information and Protection of Privacy Act* and the process for submitting access requests is available online at <http://www.gov.bc.ca/citz/iao/foi/index.html>.

**Please note:** This Policy uses defined terms which can be found in the accompanying Freedom of Information and Protection of Privacy Procedures. Please refer to the Procedures in concert with this Policy.

## SCOPE AND LIMITS

This policy applies to:

All College members, including VCC employees (part-time, full-time, term, and temporary), Board members, service providers, volunteers, and researchers. Throughout this policy the terms “College members” and “employees” will be used interchangeably.

## STATEMENT OF POLICY PRINCIPLES

- (1) VCC is committed to protecting personal information it collects, uses, shares and retains through responsible information management practices.
- (2) VCC collects uses and shares personal information provided to VCC in compliance with the FOIPPA.
- (3) All College members are expected to employ the highest standards of confidentiality and privacy regarding personal information entrusted to them, in the course of their duties. Disclosure of confidential information to unauthorized persons is strictly prohibited, and may result in discipline up to and including expulsion or dismissal. For clarity:
  - Records generated during the course of employment duties are subject to access requests and therefore, must be professional in content.
  - Records relating to telephone calls made on VCC equipment, including cellular phones provided by the College, are records held by VCC and are subject to the FOIPPA, as are recordings, and voice mail messages.
  - E-mails, electronic records (Word and Excel documents, etc) on VCC computers as well as all other documents (such as notes) are records held by the College and are subject to the FOIPPA.

## RELATED POLICIES & LEGISLATION

### Legislation

B.C. College and Institute Act  
The British Columbia Human Rights Code

### Policies

Records Management Policy A.3.9  
Employee Code of Conduct and Conflict of Interest A.3.6  
Appropriate and Responsible Use of Education and Information Technology Policy B.5.2  
Electronic Mail Policy B.5.4

**RELATED PROCEDURES**

Refer to Freedom of Information and Protection of Privacy (FOIPPA) Procedures, A.3.3



Procedure No.	A.3.3
Title	<b>Freedom of Information and Protection of Privacy (FOIPPA) Procedures</b>
Approving Jurisdiction	Board of Governors
Procedure Sponsor	Executive Director, Human Resources
Last Revised/Replaces	04.24.1997
Effective Date	
Signed by	

## DEFINITIONS

**COLLEGE-RELATED ACTIVITY:** means any activity at any location that is engaged in by or on behalf of the College by persons acting under the College's direction and control.

**CONTACT INFORMATION:** is information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.

**PERSONAL INFORMATION:** means recorded information about an identifiable individual other than Contact Information. Personal information may include someone's name, personal information, personal address, personal telephone number, race, origin, colour, political or religious beliefs, age, sex, sexual orientation, marital or family status, and any identifying number or symbol assigned to a College member. This list is not exhaustive and may include other information that enables identification.

**SERVICE PROVIDER:** means a person retained under a contract to perform services for a public body.

**RECORDS:** a record includes books, documents, maps, letters, papers, photos and any other thing on which information is recorded or stored by graphic, electronic, mechanical or any other means. Any record created or obtained in the course of the duties of a College member of VCC is a record in the custody or control of VCC and is subject to the Act.

**NOTE:** the FOIPPA contains many defined terms. VCC interprets this Policy and Procedures in compliance with the definitions provided in the Act. Further information about the *Freedom of Information and Protection of Privacy Act* and the process for submitting requests is available online at <http://www.gov.bc.ca/citz/iao/foi/index.html>.

## PROCEDURES

The Procedures below have been organized as follows:

- A. FOIPPA Responsibilities
- B. Requests for Access to Information
- C. Procedures for Handling Access to Information Requests

### A. FOIPPA RESPONSIBILITIES

1. The President has final decision-making authority on behalf of VCC regarding the College's response to access to information requests. Mandatory and discretionary exceptions are applied in compliance with the Act.
2. The Executive Director, Human Resources, or the most Senior Human Resources Administrator, appointed within VCC, henceforth referred to as the Executive Director, is accountable for:
  - Ensuring awareness and compliance with the Act.
  - Managing requests for access to information.

### B. REQUESTS FOR ACCESS TO INFORMATION

3. The President may prescribe categories of records in the custody or control of VCC that are available to the public without a request for access under the FOIPPA.
4. All formal access to information requests must be submitted in writing to the Executive Director.
5. Access request must provide sufficient detail in order to permit identification of the records sought.
6. The right of access may be subject to the payment of fees as authorized by the Act.

### C. PROCEDURES FOR HANDLING ACCESS TO INFORMATION REQUESTS

7. No records may be released in response to a formal access to information request under any circumstances without the written authorization of the Executive Director.
8. Because VCC's response to formal access requests is governed by strict time limits set out in the FOIPPA, access requests must be date stamped and promptly referred to the Executive Director the same day they are received.

VCC has a statutory duty to assist access applicants. As part of that duty VCC must conduct a thorough search for records responsive to a request. Records requested from College members by the Executive Director in response to access requests must be provided to the Executive Director within five (5) working days. Copies of records stored electronically, such as emails, must be printed and provided in hard copy.

**RELATED POLICY**

Refer to Freedom of Information and Protection of Privacy Policy – A.3.3

## BRIEFING NOTE

### Policy C.3.1 Program Advisory Committee

#### MOTION

“THAT Policy C.3.1 (revised) and Procedures (new) Program Advisory Committee be approved by the VCC Board of Governors as recommended by the Board Governance Committee at its April 13, 2011 meeting”.

#### BACKGROUND

The Program Advisory Committee Policy was revised and a procedures document created. The Board Governance Committee had a strong interest in strengthening the relationship between PAC Chairs and VCC Board members and to facilitate strategic planning.

The documents were thoroughly reviewed by the Board Governance Committee beginning in November, 2010 with subsequent reviews January, February and April 2011. The documents were posted for community feedback on the policy portion of the my.vcc.ca website. No feedback was received.



Item 5.3.2

Policy No.	C.3.1
Title	<b>PROGRAM ADVISORY COMMITTEE POLICY</b>
Approving Jurisdiction	Board
Policy Sponsor	President
Last Revised/Replaces	04.2008
Effective Date	
Signed by	

The purpose of this policy is to ensure that there is active and continuing employer involvement for each academic program or cluster of programs to ensure currency and relevancy to the needs of the communities served by the College.

#### **CONTEXT AND PURPOSE**

One of the cornerstones of the educational programs of Vancouver Community College (VCC) is a strong connection to the employment and community sector each program serves. Program Advisory Committees (PACs) provide that connection.

PACs are constituted to provide strategic advice and assistance to a VCC program or group of programs. They provide guidance on overall trends that may affect the curriculum and employability of VCC graduates. This could include an understanding of the skills and abilities employers and community are likely to require in the future, the potential effects of technological change, changes to methodologies used by employers, and advocacy on issues affecting the College and its mandate, etc.

Each PAC will submit an annual report which summarized the activities and recommendations of the PAC to the VCC Board of Directors as per the terms of reference in the procedures documents.

#### **SCOPE AND LIMITS**

This Policy, and related Procedures, applies to any course of studies that leads to a VCC credential, or an area of study for which a program advisory committee is deemed by the College to be appropriate.

## **STATEMENT OF POLICY PRINCIPLES**

1. The mandate of the College is to respond to the needs of the communities it serves; as such, the College values the strategic input and advice of community members who have an interest in the College's programs and graduates.
2. Every College program (or program cluster as determined by the College) will form and be guided by the advice of a Program Advisory Committee (PAC) composed of members of the respective industry who will assist the College in identifying the need for various educational and training programs and in maintaining the relevance and currency of these programs.
3. The input of PAC members should focus on strategic issues that will inform matters of enrolment, program development, program content and standards, student success, employment of graduates and other, related matters.
4. Advisory Committee members should represent a broad cross-section of the sector(s) served by the program.
5. Advisory Committees provide advice to the Board and will, through administration, provide annual reports to the Board on their advisory activities.
6. PAC members are appointed by the College Board and are expected to assist the College and the program(s) they represent by acting as a link to their industry as well acting as community ambassadors for the College and the program(s) they are involved in.
7. Advisory Committees will meet at least twice each year with program representatives to review at a strategic level, current and prospective issues related to the program.
8. The College will provide each PAC with Terms of Reference to guide their activities.
9. The College Board will maintain a regular and ongoing liaison with PAC members through an annual meeting and reporting structure.
10. The College will , ensure that PAC members are informed about the College's strategic initiatives, other, major events impacting on the program they are advising as well as the disposition of various matters discussed at PAC meetings.

## **DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## **RELATED PROCEDURES**

Refer to Program Advisory Committee Procedures, C.3.1

Policy No.	C.3.1
Title	<b>PROGRAM ADVISORY COMMITTEES PROCEDURES</b>
Approving Jurisdiction	Board
Policy Sponsor	President
Last Revised/Replaces	04.2008
Effective Date	
Signed by	

## **DEFINITIONS**

Program: For the purpose of this Policy and Procedures, “program” includes any course of studies that leads to a VCC credential or area of study for which a Program Advisory Committee is deemed to be appropriate (e.g. English as a Second Language, Deaf and Hard of Hearing)

## **PROCEDURES**

The Procedures that follow have been organized under the following headings: Program Areas or Clusters, Identification of Members, Appointment of Members, Terms of Reference (Committee and Chair), Role of College Employees, Conduct of Meetings, Board and College Liaison and Communication, Miscellaneous.

### PROGRAM AREAS OR CLUSTERS

1. It is expected that each “program” (refer to definition above) will have a Program Advisory Committee (PAC) in place.
2. On the recommendation of the Vice-President, Education and Student Services to the President, and with the approval of the Board, it may be more appropriate to form a PAC that advises a cluster of like programs.

### IDENTIFICATION OF MEMBERS

3. PAC’s will be composed of a total of 10-12 members drawn from representative stakeholders.
4. Potential members are identified in a variety of ways (current PAC members, employers, community organizations, Board members, College employees)
5. All PAC members must be appointed by the Board of Governors. A PAC New Member Nomination Form must be completed and signed by the Dean, in consultation with the Program Head, and be accompanied by a short biography or resume of the candidate. The signed form should be forwarded to the VC Education and Student Services for the Vice

President review and signature. At the same time, a 'letter of welcome' (see attached template) should be prepared for the Board Chair's signature and sent by email to the Assistant to the Board of Directors. If the Board approves the nominations, the Board Chair will sign the corresponding 'letter of welcome'. If the Board rejects the nomination, the 'letter of welcome' will be discarded and the applicant will be informed of the decision and rationale.

6. Members appointed will represent a broad and balanced range of constituencies served by the program and, within those constituencies, a mix of senior managers, managers directly responsible (potentially) for hiring program graduates, representatives from regulatory bodies and associations, at one program graduate, and a student currently enrolled in the program.
7. Deans will make an initial, formal contact with each nominee to solicit their interest and agreement to let their name stand prior to submitting their application to the Board.

#### APPOINTMENT OF MEMBERS

8. A written recommendation will be forwarded from the Dean responsible for the program or program cluster to the Vice-President, Education and Student Services.
9. The Vice-President, Education and Student Services will review the Dean's recommendation and forward the recommendation to the President.
10. The President will present the recommendation to the Board for their review and approval.
11. Upon approval, a letter of appointment will be signed by the Chair of the Board and forwarded to the nominee.
12. Appointments are made for a three year period, which may be renewed for a second term. Terms should be staggered to provide continuity.
13. PAC members who exhibit a pattern of lack of attendance or lack of contribution to PAC deliberations may be replaced by another candidate.
14. The Support Office of the Board of Governors will maintain a master list of PACs including membership, affiliation, and term of office.

#### TERMS OF REFERENCE (COMMITTEE AND CHAIR)

15. Program Advisory Committees provide strategic advice to the program(s) they represent and to the Board and fulfil their role in several important ways:
  - (A) Provide advice to the program or program cluster for which they have been appointed including the following:
    - Ensuring a flow of well-trained and educated graduates into the community

- Standards for programs and services
  - The knowledge base and competencies expected of program graduates including new technological advances
  - Requirements for work experience, co-operative or other types of experiential learning
  - Trends in the requirements of the sector including knowledge and practical skills
  - Emerging labour market trends
  - Ways to raise public awareness of the program and ways in which the program and its graduates can enhance their impact on the sector
- (B) Act as community ambassadors for the College and the programs they represent by promoting interest in the College and raising the profile of its programs and services
16. The PAC Chair is elected from among the appointed members of the PAC and will serve for a period of two years; the Chair will perform the following functions:
- Ensure that meetings are called at least twice each year, agendas are prepared, notice of meetings are served and agenda material is distributed
  - Chair the meetings and ensure that meetings are conducted in an orderly and business-like fashion
  - When issues arise, act as a liaison between PAC members and employees
  - Ensure that minutes are prepared and distributed promptly and that action items are followed up
  - Ensure that the PAC evaluates its own performance, at least once every two years
  - Represent the PAC in presentations to the Board

#### ROLE OF COLLEGE EMPLOYEES

17. College employees attend PAC meetings as a resource and do not have a vote.
18. The Dean of the relevant program or cluster of programs are expected to provide support and assistance to the PACs as follows:
- Identify potential PAC members
  - Orient newly-appointed members
  - Liaise with the PAC Chair to identify issues, develop agendas
  - Ensure administrative support is provided to call meetings, circulate agendas and related materials, arrange for presentations, ensure that minutes are taken
  - Prepare reports and presentations that address agenda items
  - Provide updates regarding major College strategies and issues as well as issues that may impact on the program and its students and graduates
  - Identify ways to recognize PAC members and their contribution to the program and College

### CONDUCT OF MEETINGS

19. Meetings will be held at least twice each year.
20. A notice of meeting and agenda will be distributed to PAC members at least two weeks prior to the date of the meeting.
21. The Chair will preside over all meetings; in their absence, an acting chair will be identified by PAC members.
22. A quorum will consist of 50% of appointed members.
23. In the event of a dispute about the conduct of the meeting, Roberts' Rules of Order will take precedence.
24. Refreshments will be provided at PAC meetings, funded out of the Departmental budget.

### BOARD AND COLLEGE LIAISON AND COMMUNICATION

25. The Board will arrange a meeting, at least once each year, between the Board and PAC Chairs to solicit feedback and to share information about developments at the College.
26. In order to engage PAC members with the College, PAC members will be provided with regular updates on events and developments at the College; PAC members will also be invited to participate in convocations and other College events.
27. The College will develop various ways to provide recognition of PAC member contributions to the College; for example, a College pin identifying their role
28. The Dean will ensure that a report is prepared outlining the activities of each PAC within their jurisdiction and the status of the issues raised within each PAC; the report is provided to the Vice-President Education and Student Services who prepares a summary report for the President and the Board.
29. The Dean will ensure that PAC members are informed about the disposition of issues raised within PAC meetings.

### MISCELLANEOUS

30. Parking costs will be reimbursed once each year, based on PAC member receipts.

### **RELATED POLICY**

Refer to Program Advisory Committees Policy C.3.1

Program Advisory Committee Procedures 11 02 09



## BRIEFING NOTE

### May 2011 EDUCATION COUNCIL

#### Education Plan

1. Education Council requests that the VCC Board of Governors approve the following motion:

THAT VCC's Board of Governors approves Education Council's recommendation to approve the new Certified Dental Assistant Refresher course.

#### **BACKGROUND:**

The Certified Dental Assistant Refresher is a new course consisting of 30 hours of clinical practice and online theory. The course will fulfill a growing need in the community to maintain currency in this field by meeting the requirements of the Health Professions Act and the College of Dental Surgeons of BC. This is a cost recovery course.

#### **FOR BOARD OF GOVERNORS' INFORMATION:**

##### **Enrolment Planning Calendar**

Education Council approved the adoption of the Enrolment Planning Calendar as presented by the VP Education & Student Services. This document will replace the Ad Hoc Committee Report on the Education Plan, 2007 that formerly guided enrolment planning timelines.

##### **Education Technology and Distributed Learning Standing Committee of Education Council**

Education Council approved a motion to adopt an existing, college committee, the Education and Distributed Learning Committee, as a Standing Committee of Education Council. Dean, Karen Belfer, will present an overview of the committee and its current activities at Education Council's June meeting. The Education Technology and Distributed Learning Committee reflect a representative membership, as per other Standing Committees of Education Council. Terms of Reference and other particulars of this Standing Committee will be reviewed.

##### **Curriculum Committee, Chair Eva Murray**

This Standing Committee of Education Council continues to work on improving curriculum approval processes by providing timely feedback to the Centre of Instructional Development, and by encouraging and supporting advance planning and preliminary consultations about curriculum development initiatives.

##### **Policy Committee, Chair Brenda Appleton**

This Standing Committee of Education Council continues to work closely with Consultant, Hans van der Slagt on multiple policy review committees, and on bringing forward current policy issues to Education Council for their consideration and feedback to the appropriate policy sponsors.